

# DamageWise

## Field Estimating Tool v3.0

5/27/2016  
State of Indiana  
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## 1. **Forward**

In the following documentation, we will examine different workflows for doing field estimates for damaged state property.

Initially, you will need to be familiarized with the process of validating your iPad with the DamageWise service. This will allow your iPad to communicate with the DamageWise web applications, thus allowing you to both receive and send field estimates. This process will require that you become somewhat familiar with the Settings within the iPad.

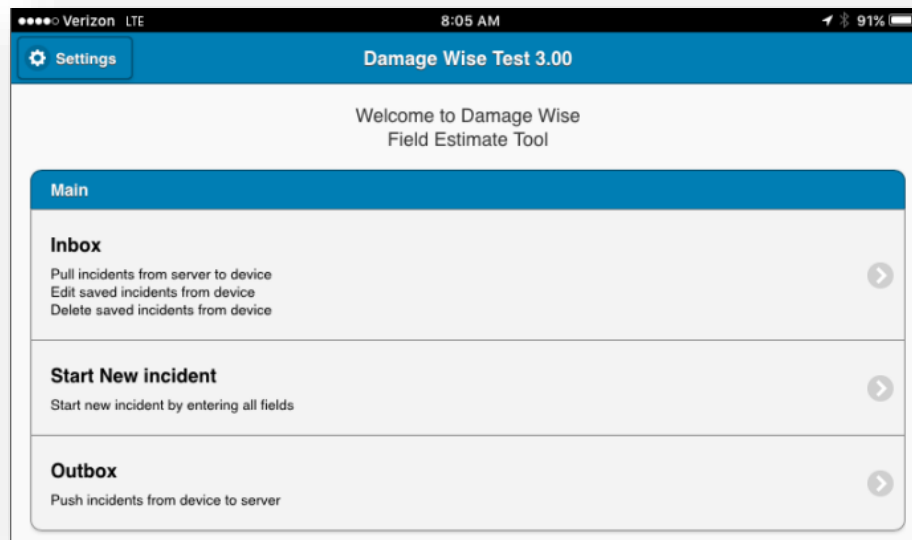
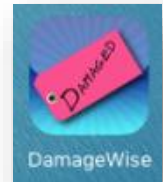
After these procedures are discussed, we'll then look at how the DamageWise Field Estimate Tool can be used to estimate damaged state property incidents that are assigned to your iPad by one of the District DamageWise Administrators as well as estimating an incident that has not been reported yet.

The DamageWise Web Application and the DamageWise Field Estimate Tool work together to allow the DamageWise District Administrators and the DamageWise Field Assessors to quickly and efficiently collect and return estimates on damaged state property.

Finally, this document will walk through the various features that will be used as part of a typical daily workflow.

## 2. Home Screen

The *Home Screen* is from where you will navigate your way around the DamageWise Field Estimate Tool on your iPad. From the *Home Screen*, you will be able to control the **Settings** of the application, check for new incidents assigned to you by your District Administrator in the **Inbox**, **Start New Incident**, and use the **Outbox** to submit completed estimates back to your District Administrator.



The following is a brief overview; each of these items will be discussed at length in this document.

- **Settings**
  - Validate Device
  - Setup Environment
- **Inbox**
  - Pull incidents from the Server to the Device
  - Edit saved Incidents from the Device
  - Delete saved Incidents from the Device
- **Start New Incidents**
  - Start new Incident by entering all fields
- **Outbox**
  - Push Incidents from the Device to the Server
  - Re-edit submitted Incidents from the Device
  - Delete the Submitted Incident.

### 3. Validating Device and Setting up the Environment

#### 3.1 Settings

Before you can use the DamageWise Field Estimate Tool, you will need to go through the process of validating your device to the DamageWise Service. You will also need to set up the Environment on your iPad.



This process will need to be performed the first time you set up your iPad as well as each time you receive an upgrade to the DamageWise Field Estimate Tool application.

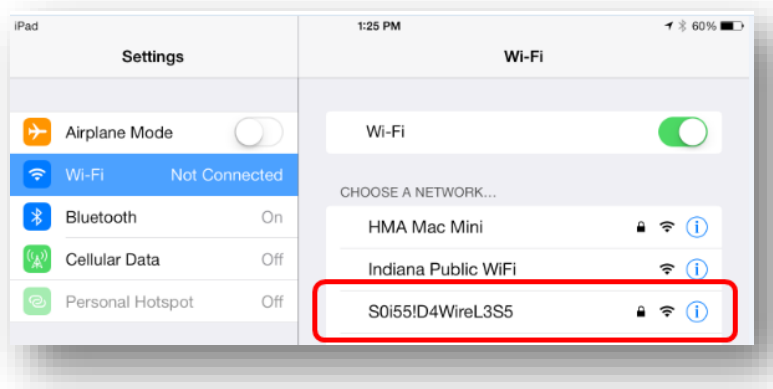
##### 3.1-1 Definitions

**Internal State Wireless:** The Internal State Wireless connection allows secure connectivity inside of the firewall. This means that when connected using the Internal Wireless, the user will have access to the State Intranet. As well as being more secure and allowing internal access, the Internal State Wireless connection will be a far more reliable connection. This is the recommended method of connection when available. Additionally, the Internal Wireless connection should be the default connection on the iPads.

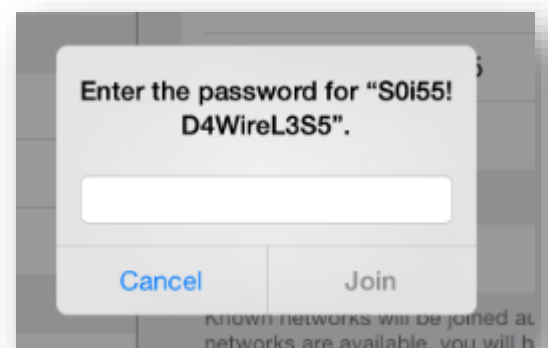
**Other Wireless:** Any wireless connection that is not Internal State Wireless. This can include but is not limited to the Indiana Public Wireless, free connections at places like McDonalds or Starbucks or even a home wireless connection.

##### 3.1-2 Connecting to Internal State Wireless

To connect to the Internal State Wireless, on your iPad select the **settings icon** and then in the top left portion of the settings page, select **Wi-Fi**. Then on the upper right portion of the screen, locate and tap on the wireless network listed with the first 6 characters of **S0i55!D4WireL3S5**



When prompted with the dialog to **Enter the password for “S0i55!D4WireL3S5!”** enter your INDOT network password (the password you use to log into an INDOT computer) and then tap **Join**.



You are now connected to the *Internal State Wireless*.

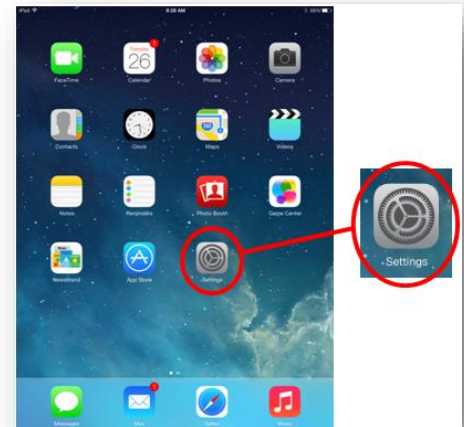


**Note:** You will be prompted to input your INDOT network password after each time that you change your INDOT Network Password.

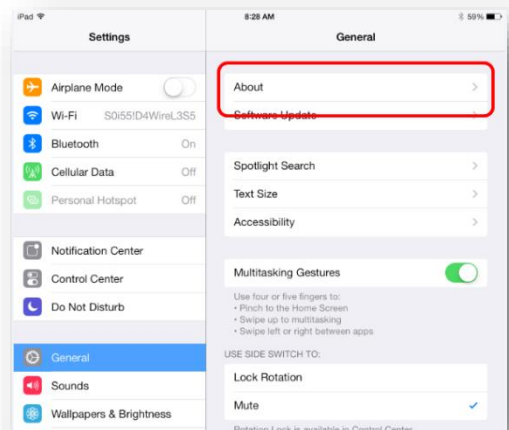
### 3.1-3 iPad Settings

In order to validate your device, you will need to find and record the device Serial Number.

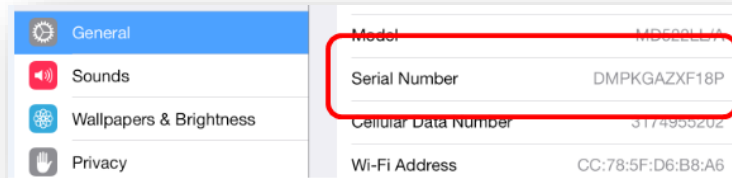
1. Select the *Settings* Icon from the Home screen on your iPad.



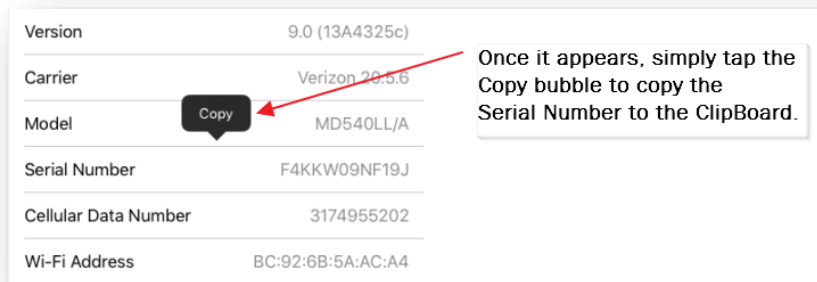
2. Select **General** from the list on the left side, and the **About** from the top right side of the settings Screen.



- Find and record the **Serial Number** listed on the right side of the screen.



*Hint:* Pressing on and holding in the area where the Serial Number is listed will activate an option to copy the Serial Number to the clipboard.)

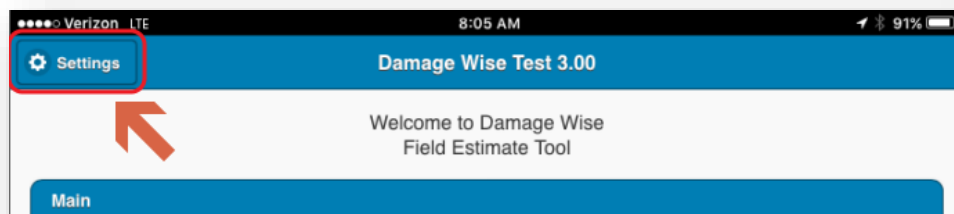


- After you have recorded the Serial Number, close the settings window by select the iPad's Home key.
- Once you have recorded the iPad Serial Number, you will need to input that information into the DamageWise Field Estimate Tool.

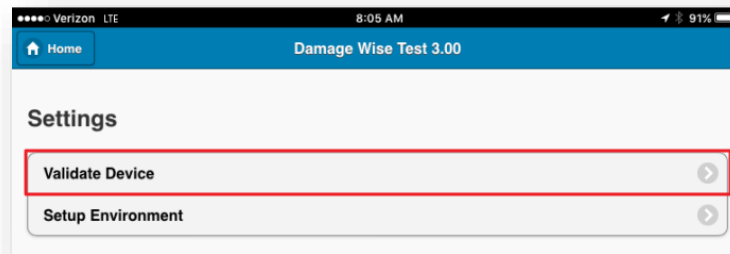
## 3.2 Validating Device and Setting up Environment.

### 3.2-1 Validating Device

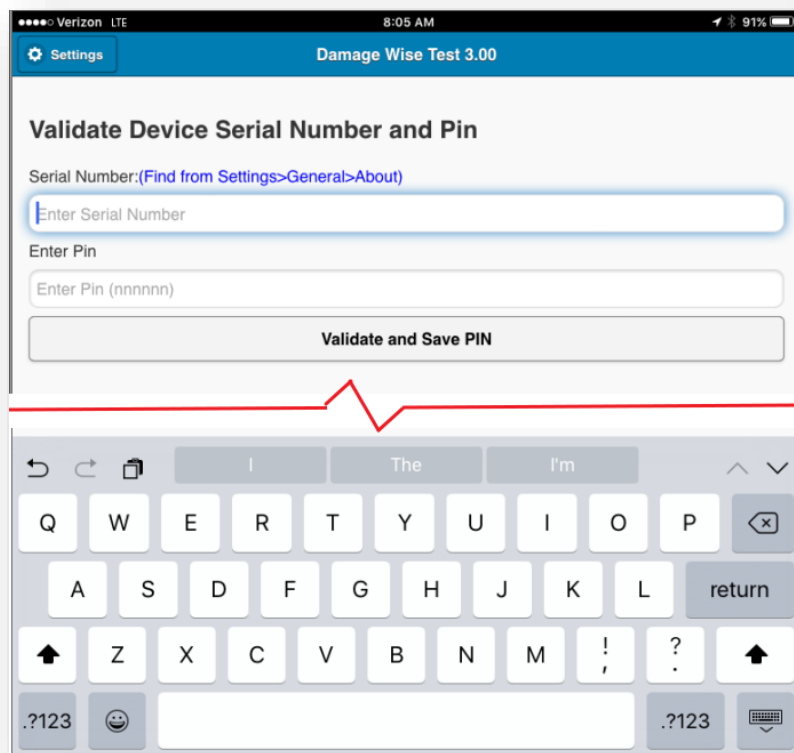
- Open the DamageWise Field Estimate Tool application on your iPad by selecting the **DamageWise** application Icon.
- With the DamageWise Field Estimate Tool application open, select the **Settings** button located in the top left corner of the application screen.



3. In the settings window, select **Validate Device**.

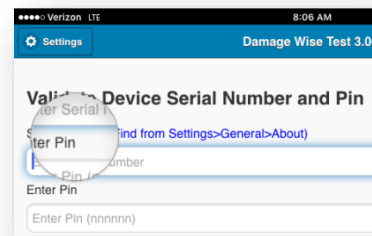


4. Tap the **Serial Number** dialog box to activate the touch screen keypad.

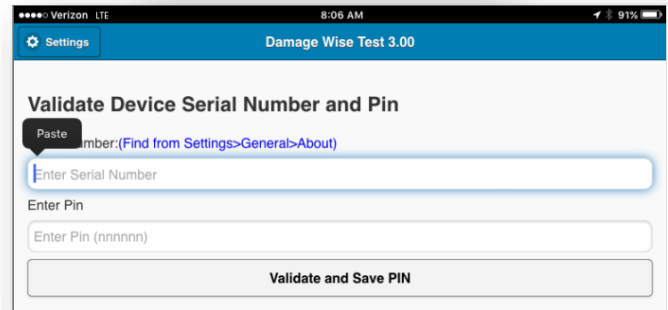




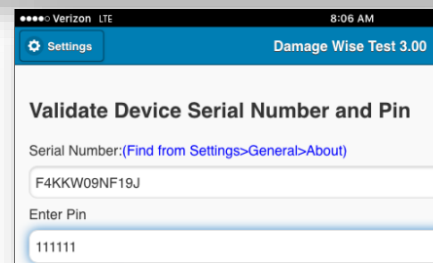
5. Press in the **Serial Number** dialog box until a magnifying glass/bubble appears...



6. Once the magnifying glass/bubble appears, quit pressing in the dialog box, then tap on the **Paste** dialog that appears. (This action will place the device serial number in the **Serial Number** dialog.)



7. Tap the *Enter Pin* dialog to activate the touch screen keypad and then enter the number **111111**.

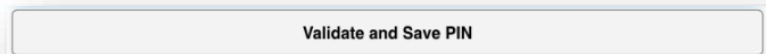


The Pin number should always be 111111, unless you are otherwise notified. The only reason this will ever change would be if your iPad is reported stolen or missing.

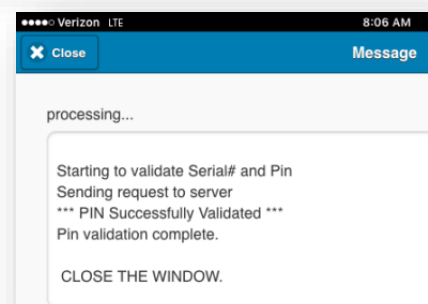


*Hint:* If you previously copied the Serial Number to the clipboard as described earlier, you can paste it here using the same “press-hold” method.

8. Select **Validate and Save Pin**

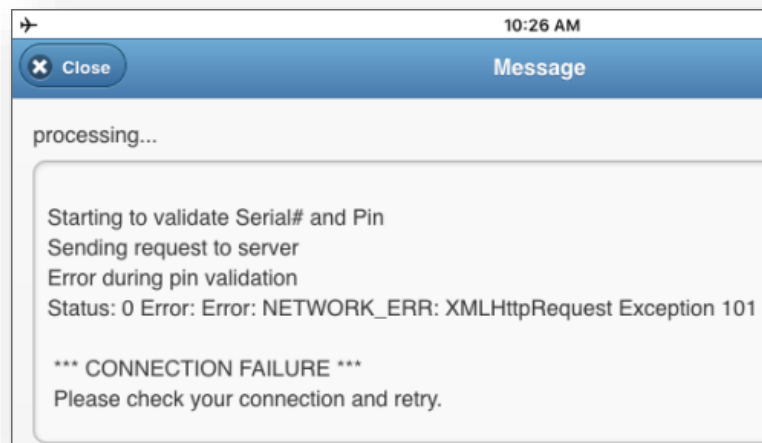


9. Upon successful validation of your device, you will see a Message Dialog denoting successful Validation and completion. Close the Message Dialog window by selecting the “**Close**” button in the upper left corner.



Once the PIN Validation is complete, the default connection will have been established. You can temporarily change this in other locations throughout the DamageWise Field Estimate Tool. However, to change the default connection, you have to do so at this location.

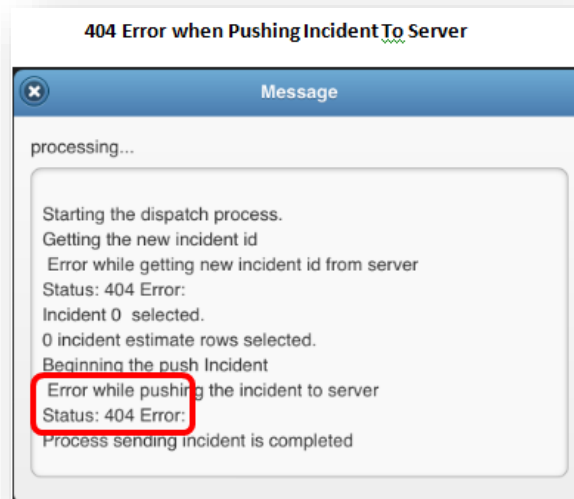
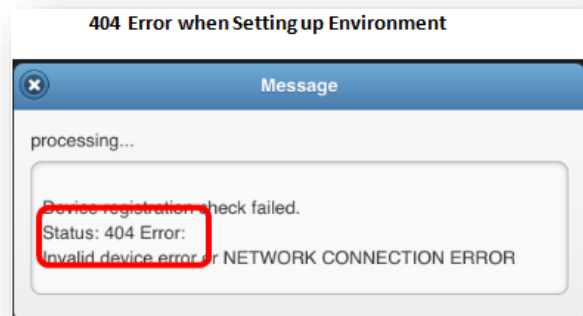
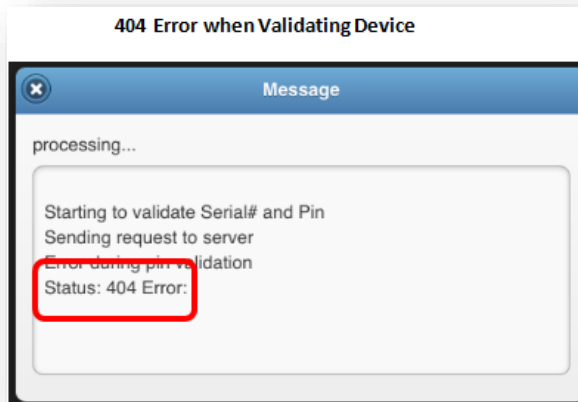
**NOTE:** If at any time, you get a **Connection Error** in the message dialog, this indicates that there are connection issues, select the “**Close**” button in the upper right corner and review your Wi-Fi connection settings. Connect to an available Wi-Fi\_\_\_33 point. This should resolve this error. IF not, please contact DamageWise/iPad support via the help desk.)



### 3.2-1a Status 404 Errors

Status 404 errors indicate that the device (iPad) is either not connected to a Wi-Fi Network or it is not connected in a manner that the DamageWise Field Estimate Tool thinks it is connected.

To resolve this error, confirm that the device is connected to a Wi-Fi Network. Note that the dialogs shown have changed in the 2.08 version to show a **“Close”** button in the upper left instead. The **“X”** button shown is from pre-2.08 versions as these captures are not able to be easily replicated.

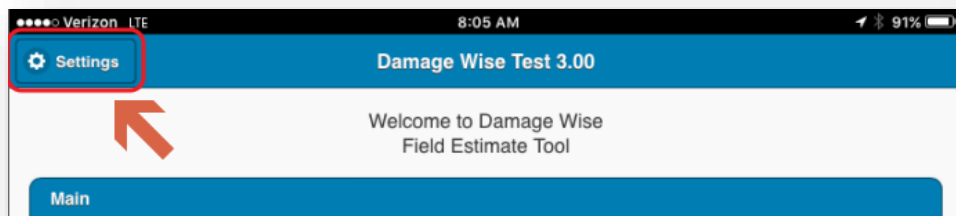


### 3.2-2 Setup Environment

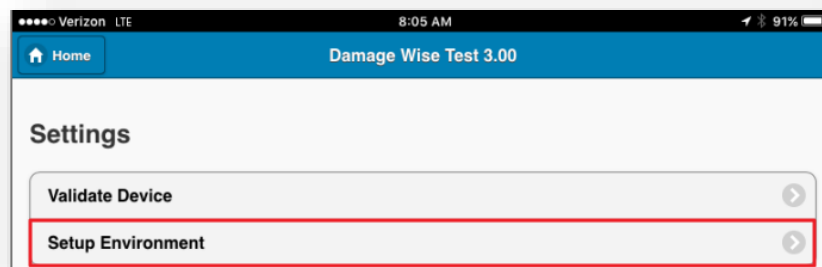
After you have validated your iPad and registered it with the DamageWise service, you will need to set up the DamageWise environment on your iPad. This includes downloading and/or refreshing the database tables that exist on your iPad.

**NOTE:** All DamageWise assessors should perform this step at least once a week to ensure they have the most up to date information in the DamageWise Field Estimate Tool.

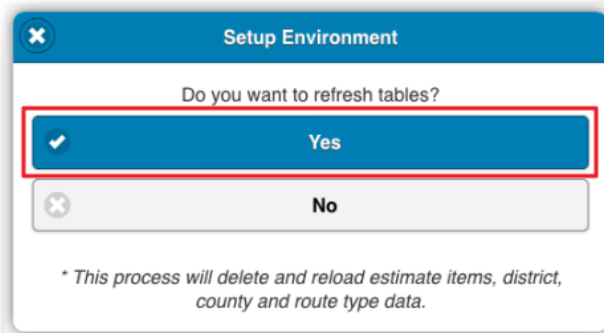
1. With the DamageWise Field Estimate Tool application open, select the **Settings** button located in the top left corner of the application screen



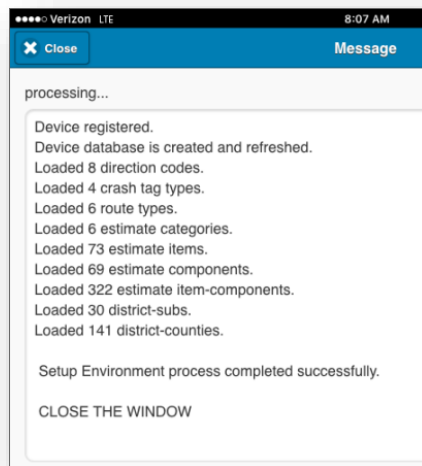
2. In the settings window, select **Setup Environment**



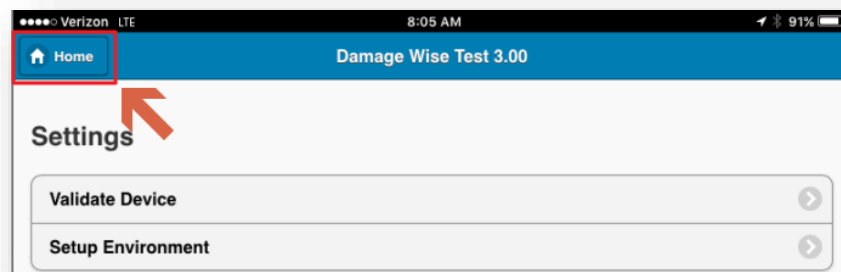
3. Upon selection of the Setup Environment button, you will be taken to a dialog that asks if you want to refresh tables. **You should always select YES.**



4. Once the tables have been refreshed, you will need to select the "Close" in the upper left corner of the Message dialog to close the window.



5. Select the **Home** button from the top left corner of the window



#### 4. DamageWise Field Estimate Tool Overview

The new DamageWise Field Estimate Tool has been completely re-written with the idea of both creating a more complete estimate, and ease of use in mind.

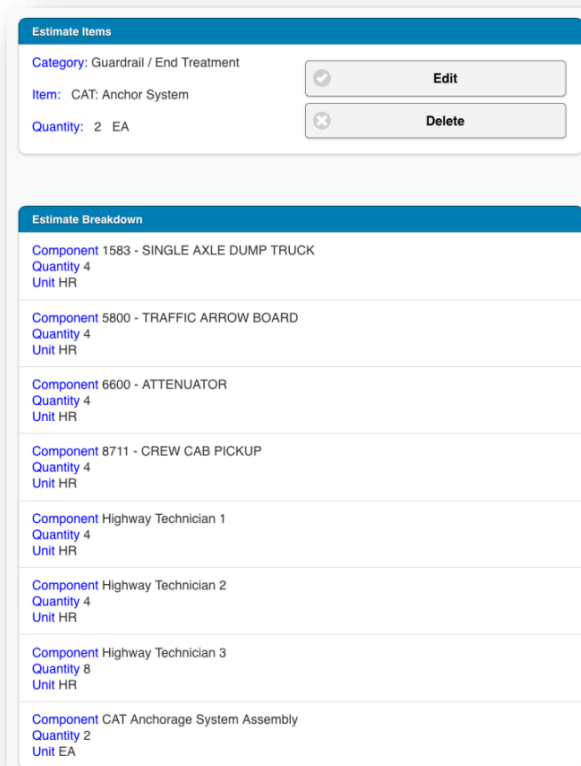
As you will see, the DamageWise Field Estimate Tool was created using a model similar to the type of applications that insurance adjusters use to estimate damage to a vehicle.

Along with supplying information such as date of accident, location, GPS Coordinates and photographs you will be able to submit a fairly complete estimate of damaged state property.

Similar to the methods used by Insurance Adjusters, you will be given a series of top level choices where you tell the application what category of item is broken (Example: Guardrail/End Treatment).

Then based on that selection you will be given another list of choices to tell the application what item within that category needs to be replaced. (Example: Guardrail: Post Replace)

Once you input those 2 pieces of information and then tell the application the Quantity of the item, an Estimate breakdown is displayed on the device.



The screenshot displays the DamageWise Field Estimate Tool interface. It features two main sections: 'Estimate Items' and 'Estimate Breakdown'.

**Estimate Items Section:**

- Category:** Guardrail / End Treatment
- Item:** CAT: Anchor System
- Quantity:** 2 EA
- Buttons:** Edit (with a checkmark icon) and Delete (with an 'X' icon).

**Estimate Breakdown Section:**

Component	1583 - SINGLE AXLE DUMP TRUCK
Quantity	4
Unit	HR
Component	5800 - TRAFFIC ARROW BOARD
Quantity	4
Unit	HR
Component	6600 - ATTENUATOR
Quantity	4
Unit	HR
Component	8711 - CREW CAB PICKUP
Quantity	4
Unit	HR
Component	Highway Technician 1
Quantity	4
Unit	HR
Component	Highway Technician 2
Quantity	4
Unit	HR
Component	Highway Technician 3
Quantity	8
Unit	HR
Component	CAT Anchorage System Assembly
Quantity	2
Unit	EA

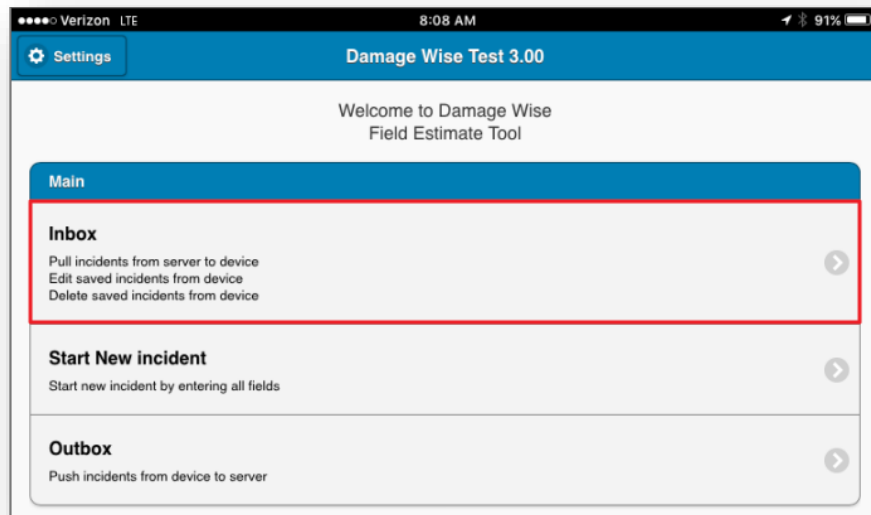
This method of provides INDOT's accounting department with a more complete and thorough bill of materials to submit to responsible parties when going through the billing process.

## 5. Navigating the Inbox

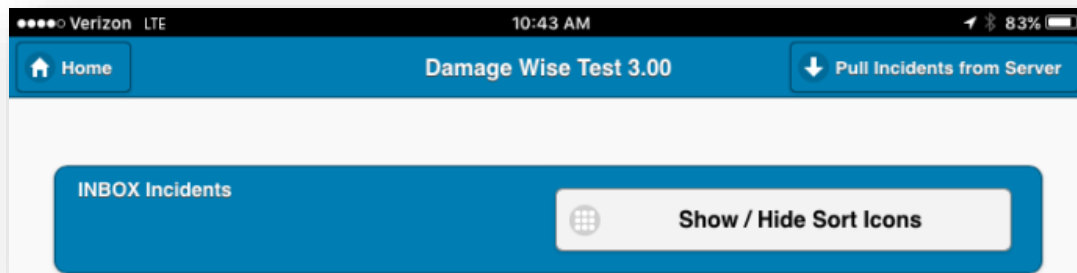
The Inbox is to pull (download) Incidents from the DamageWise Service that have been assigned to that particular device by the District Administrator. It can also be used to Edit saved Incidents that are currently on the iPad as well as deleting some saved Incidents.

You can also use the Inbox to view location maps of assigned incidents.

To navigate to the Inbox, from the DamageWise Field Estimate Tool Home page, select **Inbox**.



Any active Incidents that you have will be displayed in the Inbox. Upon initial deployment, or if you have no active Incidents, the Inbox will be empty as shown below.



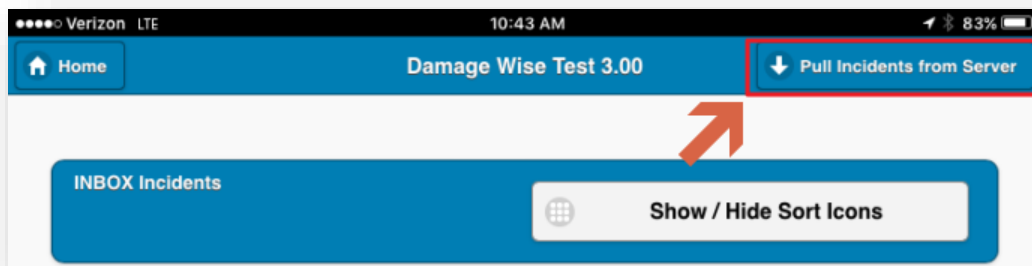
### 5.1-1 Pull Incidents from Server

Your iPad must have an active Wi-Fi connection in order to download or upload any Incidents that have been assigned to that device. The Wi-Fi connection can be from any available location. This includes but is not limited to free services such as a McDonalds, Starbucks, and Public Libraries. You can also use your home wireless network, or you can connect using available INDOT resources.

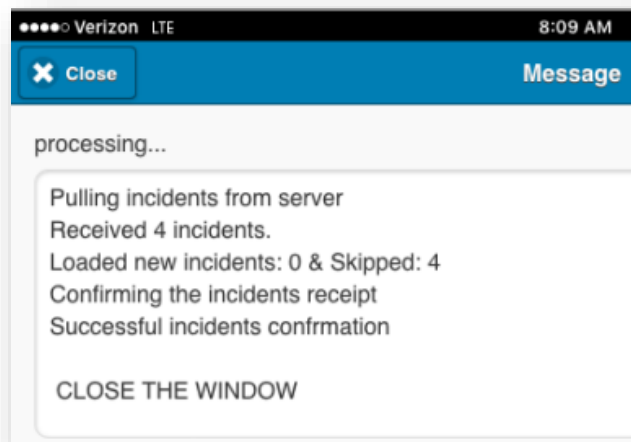


Please keep in mind that when using any INDOT equipment, you are subject to the [IRUA](#).

1. From the DamageWise Field Estimate Tool Inbox, select **Pull Incidents from Server**. This is located in the top right corner of the Incidents window.



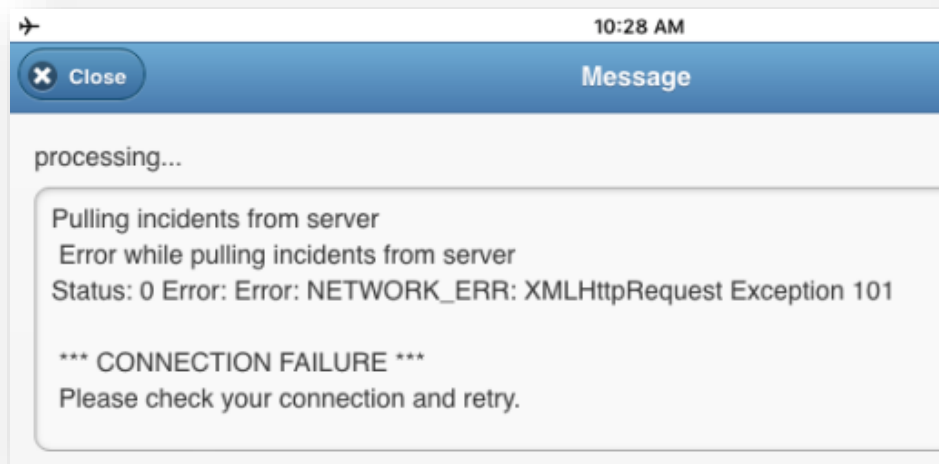
2. Upon successful download of the assigned Incidents, you will get at message dialog that tells you how many incidents have been downloaded as well as any Incidents still assigned to your iPad that currently reside on your iPad (**Note:** This process **DOES NOT** overwrite any existing Incidents). Close this dialog window by selecting the “X” in the upper left corner.



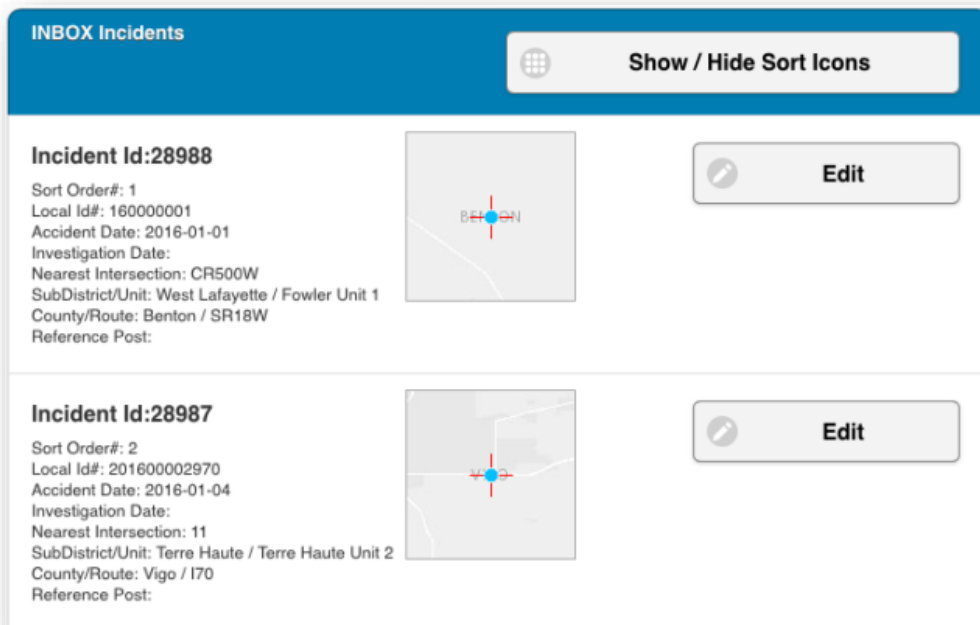




Note that if there is a problem and you were not able to successfully download any incidents you will be notified via a similar message dialog denoting any errors. See section 3.2-1a above for trouble shooting tips.



3. Upon a successful pull of Incidents from the Server, the Inbox will display the incidents assigned to your iPad.



### 5.1-2 Incident Information

The DamageWise Field Estimate Tool Inbox gives a brief overview of the Information regarding each assigned incident, this includes...

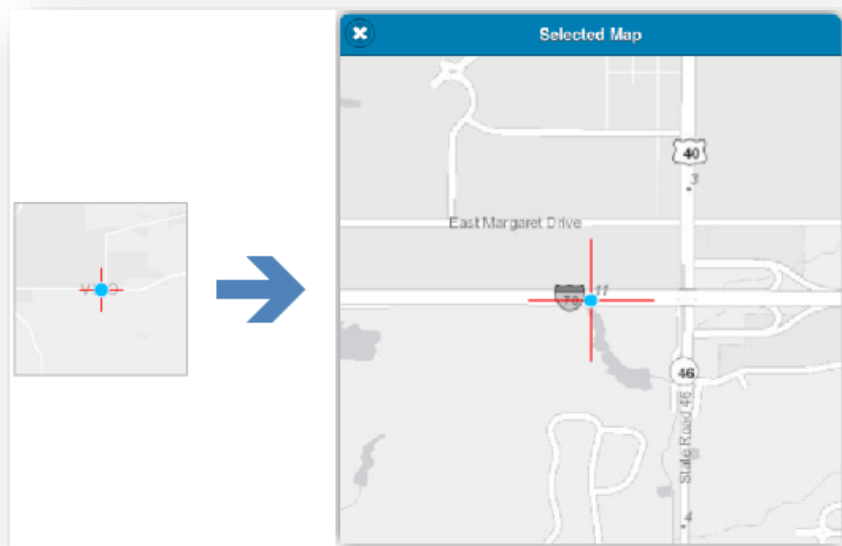
- Local ID
- Accident Date
- Investigation Date
- Nearest Intersection
- Subdistrict/Unit
- County/Route
- Reference Post.



### 5.1-3 Viewing Location Map

While in the DamageWise Field Estimate Tool Inbox, you may view a larger (zoomed) version of the location map. This will allow the user a better understanding of the general area in which the incident occurs.

To view a larger scaled location map, simply select the Location Map in the Incident Listing.



Close the larger view of the map by selecting the "X" in the upper left corner of the window.

### 5.1.4 Show/Hide Sort Icons

With the 2.07 release of the DamageWise iPad app, Inbox sorting functionality has been added. By default, incidents are sorted by route. These tools allow for the manual re-ordering of incidents in an order that better suits your need. Be advised that a user defined sort will be lost when new incidents are downloaded.

To work with the sorting tools:

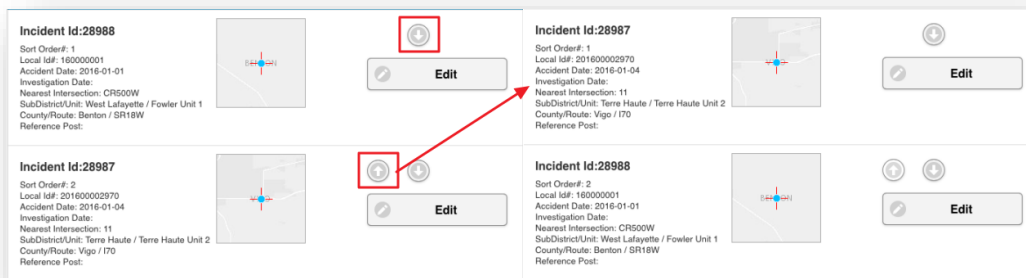
1. Select the Show/Hide Sort Icons.



2. This will enable Arrows above the Edit button for each incident.



3. Depending on location of the incident in the list, you will be presented an up or down arrow. Tap on these to change the order of the incidents.





4. Tap the Show/Hide Sort Icons button again to complete the sort operation.

### 5.1-5 Editing an Assigned Incident.

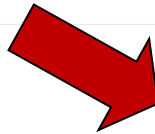
By selecting **Edit** in the Incident Listing you will open the **Damage To State Property Assessment Form**.

**Incident Id:28987**  
Sort Order#: 1  
Local Id#: 201600002970  
Accident Date: 2016-01-04  
Investigation Date:  
Nearest Intersection: 11  
SubDistrict/Unit: Terre Haute / Terre Haute Unit 2  
County/Route: Vigo / 170  
Reference Post:



**Edit**



Verizon LTE
8:11 AM
91%

Home
Damage Wise Test 3.00
Inbox

Incident Id: 28987
Local Id: 201600002970
MRN: 902635155

**Damage To State Property Assessment Form - Page: 1 of 4**

\* Required fields

\*Investigated Date

May 4, 2016

\*Investigated By

Enter investigated by

\*District

Crawfordsville

\*Sub District

Terre Haute

\*County

Vigo

\*Route Type

Interstate

\*Route

170

Direction of Travel

Ramp Number

Enter ramp number

\*Nearest City / Town

Terre Haute

Nearest Intersection

11

## 5.2 Damage to State Property Assessment Form


The Damage to State Property Assessment form is an interactive form that allows the user to input any and all important information regarding Damaged State Property on their assigned iPad and then submit that information for review and then billing from any available wireless internet connection.

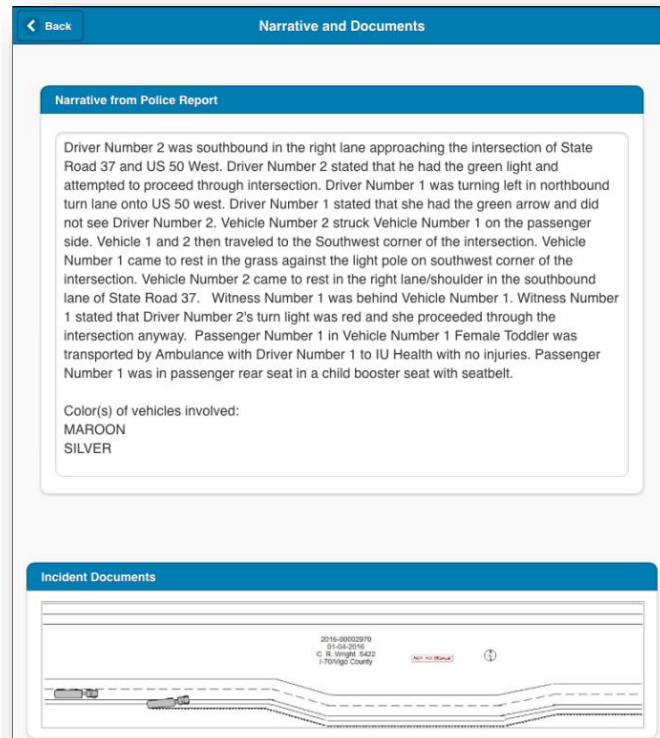
### 5.2-1 Common Items

The Damage to State Property Assessment Form has 4 Individual pages consisting of different fields to input data regarding the assigned Incident. Although these 4 pages contain differing data fields, they each do have common items among them.

The top portion of each window contains the following...

- **Home:** Located In the upper left corner of the form, when selected the **Home** button will take you to the home page of the DamageWise Field Estimate Tool.
- **Inbox:** Located in the upper right corner of the form, when selected the **Inbox** button will take you to the DamageWise Field Estimate Tool **Inbox**.
- **Incident Id:** Located just below the home key. The **Incident Id** is displayed on each of the 4 pages of the form.
- **Local Id:** Located in the upper middle portion of the form, the **Local Id** is listed on each of the 4 pages.
- **MRN:** Located in the upper right corner of the form, the **MRN** displays the ARIES Master Record Number of the Incident.

- Narrative:** Located in the upper right corner and illustrated as an information button (  ), the **Narrative From Police Report** and the **Incident Documents** (Police report Diagram) from the ARIES Police Report will be displayed. To Close the Narrative, Select the “**Back**” in the upper right corner of the window.



The screenshot shows a web application window titled "Narrative and Documents". At the top left is a "Back" button. The main content area is divided into two sections:

**Narrative from Police Report**

Driver Number 2 was southbound in the right lane approaching the intersection of State Road 37 and US 50 West. Driver Number 2 stated that he had the green light and attempted to proceed through intersection. Driver Number 1 was turning left in northbound turn lane onto US 50 west. Driver Number 1 stated that she had the green arrow and did not see Driver Number 2. Vehicle Number 2 struck Vehicle Number 1 on the passenger side. Vehicle 1 and 2 then traveled to the Southwest corner of the intersection. Vehicle Number 1 came to rest in the grass against the light pole on southwest corner of the intersection. Vehicle Number 2 came to rest in the right lane/shoulder in the southbound lane of State Road 37. Witness Number 1 was behind Vehicle Number 1. Witness Number 1 stated that Driver Number 2's turn light was red and she proceeded through the intersection anyway. Passenger Number 1 in Vehicle Number 1 Female Toddler was transported by Ambulance with Driver Number 1 to IU Health with no injuries. Passenger Number 1 was in passenger rear seat in a child booster seat with seatbelt.

Color(s) of vehicles involved:  
MAROON  
SILVER

**Incident Documents**

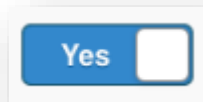
Below the incident documents section, there is a diagram of the intersection. The diagram shows a north-south road (US 50 West) and an east-west road (State Road 37). A vehicle is shown at the intersection. Text on the diagram includes: 2016-00000170, 01-04-2016, C. B. Wright S&D, 170Vgls County, and a red stamp that says "Not a Police Report".

- Page Number:** Below the MRN and Narrative, the page number is listed a Page No. of 4.

Some Items are common within the form itself.

- **Required Fields:** As noted right below the page number, any field which is denoted with an “\*” preceding the field name is required. You will not be able to save or submit the form without this information.
- **Select Dialogs:** Any field which is denoted with its field name colored blue will activate a dialog window when selected. This dialog window is to be used to input data into the respective field.
- **Yes/No Sliders:** Any field that requires a Yes or No response has a **Yes/No** slider. Simply select the slider to switch between responses





- **Page Numbers:** Located at the bottom of each page of the form, you can navigate between pages by selecting page numbers individually or you can step through each page by selecting the button labeled “Next”.



### 5.2-2 Items of Interest / Unique Data fields

As stated earlier in this document, each of the 4 pages has some data fields that are unique. This section covers those unique items and how they function.

## 5.2-2a Page 2 – \*Crash Tag



It is very important that we (INDOT) denote whether a pink Crash Tag is present at the location of an assessment. INDOT uses this data to report back to the appropriate law enforcement agencies as to whether they and their staff members are participating in the Damage to State Property initiative.

A screenshot of a mobile application interface. At the top, there is a blue header with the text '\*Crash Tag' in white. Below the header is a white rectangular box with rounded corners. Inside this box, the word 'Unknown' is displayed in a light gray font.

The initial status of the *\*Crash Tag* field should be **Unknown**. If it is something other than unknown, one of the District Administrators has changed the field before it was assigned. To change the status of the *\*Crash Tag* field...

1. Tap on the *Crash Tag* data field, this will activate the **Select Crash Tag Value** pick list.

A screenshot of a mobile application interface showing a pick list. At the top, there is a blue header with a white back arrow and the text 'Select Crash Tag Value'. Below the header is a white rectangular box with rounded corners. Inside this box, there is a list of four options: 'No', 'Not Applicable', 'Unknown', and 'Yes'. Each option is on a separate line and is preceded by a small blue square icon.

2. Tap on the entry in the pick list that is most appropriate.

A screenshot of a mobile application interface. At the top, there is a blue header with the text '\*Crash Tag' in white. Below the header is a white rectangular box with rounded corners. Inside this box, the word 'Yes' is displayed in a light gray font.

3. This populates the *\*Crash Tag* data field.



### 5.2-2b Capture GPS Coordinates:

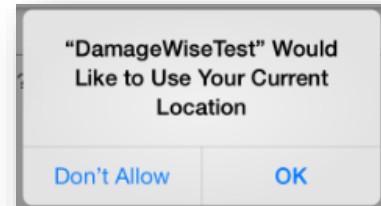
In order to collect accurate location data, the ability to Capture GPS Coordinates has been added to the DamageWise Field Estimate Tool. To perform this operation simply select the **Capture GPS Coordinates** button on pages 2. The Latitude and Longitude will then be populated.



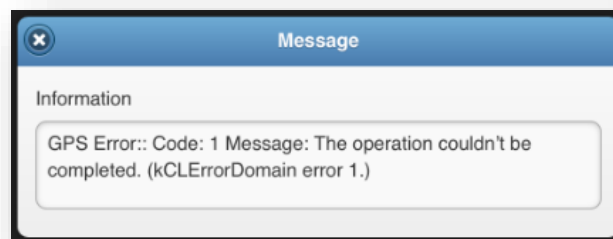
The **Capture GPS Coordinates** tool will work whether your iPad has a Wi-Fi connection or not!



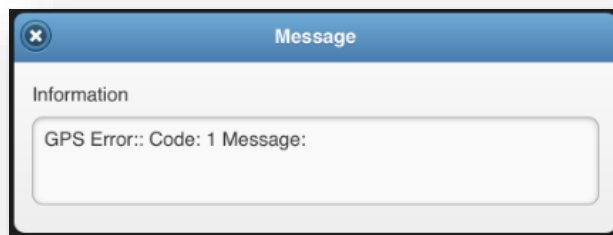
Upon first use of the DamageWise Field Estimate Tools **Capture GPS Coordinates** utility, you should be prompted with a dialog telling you that “*DamageWise Would Like To Use Your Current Location.*” In order to get the GPS Coordinates, you will need to select OK when prompted with this dialog.



If, for some reason “*Don't Allow*” is selected, the user will receive an error message similar to the one shown below.



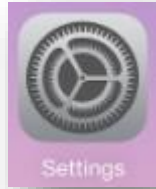
And any subsequent attempts at *Capturing GPS Coordinates* will result in this error message.



### 5.2.2.b.1. Enabling Location Services.

In the event that “Don’t Allow” was selected as described above, the user can reset this option.

1. Go to the iPad home screen and select **Settings**



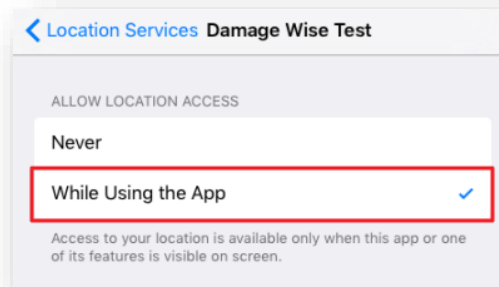
2. At the iPad Settings screen select **Privacy** on the left portion of the screen, and then select **Location Services** from the upper right portion.



3. At the *Location Services* screen, tap the entry for *DamageWise* to change its settings.



4. Set the “*Allow Location Access*” setting for DamageWise to **While Using the App**.



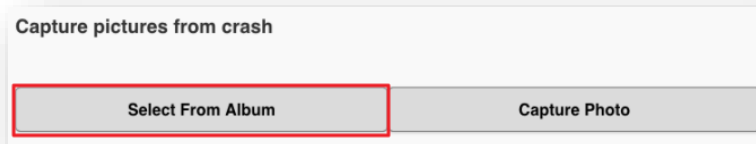
### 5.2-2c Page 3 – Capture Pictures from crash

There have been two options provided for capturing photographs of damaged state property, both of which can be used either individually or in conjunction with each other on an incident.

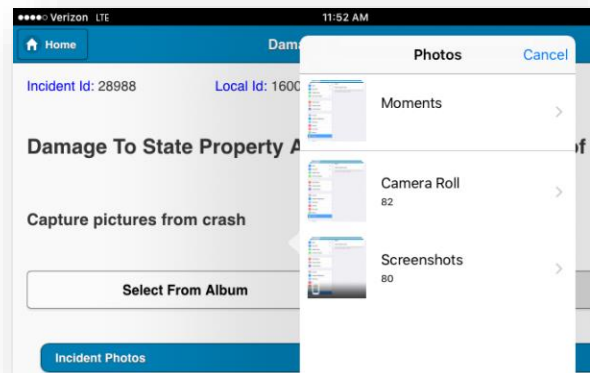
#### Select From Album

You may add photographs that are previously stored on your iPad to an incident.

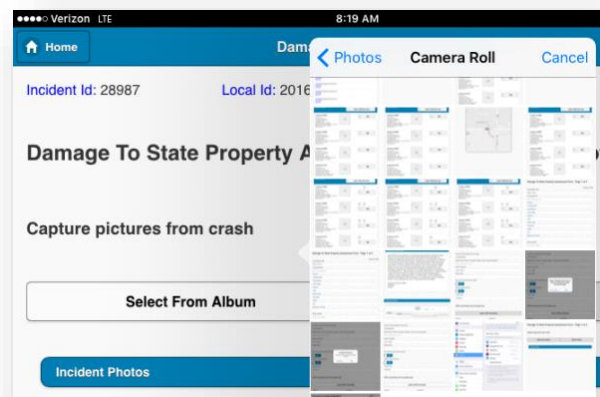
1. Select the **Select From Album** button on page 3 of the Assessment form.



2. Select the album in which the needed photographs exist.



3. Select the needed photograph (Note: At the time of writing this manual, you can only select one photograph at a time, therefore you will have to repeat this process for each needed photograph.)

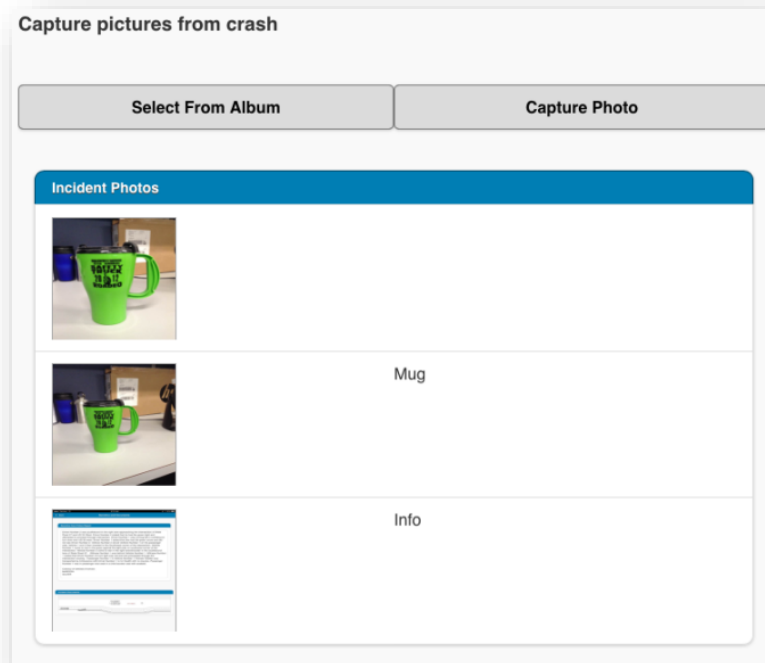


4. Upon selecting a photo from the Album, the user will be given the opportunity to place a description of the photo, cancel and select a different photo from the album, save the photo to the assessment or delete the photo from the assessment form.



- **Adding a Description:** To add a photo description, Tap in the dialog space above the photograph labeled *Photo Description:* to activate the on screen keypad. Key in the description and then either tap on the screen to deactivate the keypad or perform one of the following functions.
- **Cancel:** Tapping the *Cancel* button at any time, discards any edits made and returns the user to the *Capture pictures from crash* page of the assessment form.
- **Save:** Tapping on the *Save* button at any time, saves any edits made and returns the user to the *Capture pictures from crash* page of the assessment form.
- **Delete Photo:** Tapping the *Delete Photo* at any time, removes the selected photograph from the assessment form and returns the user to the *Capture pictures from crash* page of the assessment form. (**Note:** Tapping the *Delete Photo* button does not remove the photograph from the iPad photo album.)
- **Back:** Tapping the *Back* button (upper left portion of the screen) works the same as the *Cancel* button described above.

- The selected photographs are displayed on Page 3 under *Incident Photo's*.



The screenshot shows a web form titled "Capture pictures from crash". At the top, there are two buttons: "Select From Album" and "Capture Photo". Below these buttons is a section titled "Incident Photos" with a blue header. This section contains three rows, each with a photo on the left and a label on the right. The first row shows a green mug with the label "Mug". The second row shows a different angle of the same green mug with the label "Mug". The third row shows a document with the label "Info".

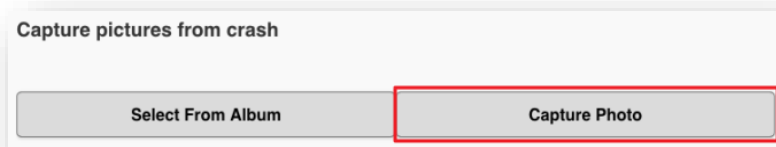
### Capture Photo

You may also use the **Capture Photo** option to take photographs while you are assessing damaged state property.



**YOU MUST INCLUDE AT LEAST ONE PHOTO PER ESTIMATE, EVEN IF THERE IS NO DAMAGE!**

- Select the **Capture Photo** button on page 3 of the Assessment form.



This screenshot is similar to the one above, showing the "Capture pictures from crash" form. However, the "Capture Photo" button is highlighted with a red rectangular border, indicating it is the button to be selected.

2. This activates the iPad camera. You will take a picture with this application just as you would if you were taking a picture outside of the DamageWise application, by pressing on the circular shutter button on the right side of the screen.



3. If you decide that you do not want to take a picture, you can exit the camera by selecting the "Cancel" button, located below the shutter button.





- Once the photograph has been snapped, you can either save the photograph by selecting the “Use” button on the lower right corner of the screen or you can retake the photograph by selecting the “Retake” button on the lower left portion of the screen.



- After selection of *Use Photo* above, the user will be taken to a photo editing screen identical to the one described previously.

#### 5.2-2d Page 4 – Incident Estimate

The Incident Estimate page is set up in such a way that when you pick an *Item Category* (Example: Attenuators), an *Item* (Example: Cartridge Attenuator: Nose), and then a quantity All of the components of that item are listed as an estimate breakdown. New in the 3.0 release is the ability to select available repair contracts for your estimates. You, the assessor, will then be asked if you disagree with the estimate breakdown. It is your responsibility to go over the estimate breakdown and make sure that there are no errors.

- Select **Add new Estimate Item** from the upper right portion of page 4

- Select **Item Category**



3. Select an Estimate Item Category from the list.

The screenshot shows a mobile application interface. On the left, a 'Select Estimate' screen displays a list of categories: Attenuators, Guardrail / End Treatment, Highway Lighting, Miscellaneous, and Signs. A blue arrow points from this screen to the right, where the 'Enter Estimate Item' screen is shown. The 'Enter Estimate Item' screen has a blue header with 'Estimate Home' and 'Damage Wise'. It contains fields for 'Item Category' (with 'Guardrail / End Treatment' selected), 'In House Or Contract', 'Item', and 'Quantity'.

4. Select In House Or Contract

This screenshot shows the 'Enter Estimate Item' screen. The 'Item Category' field is set to 'Guardrail / End Treatment'. The 'In House Or Contract' field is highlighted with a red rectangular box. Below it are fields for 'Item', 'Quantity', and 'Unit'. At the bottom are 'Cancel' and 'Save' buttons.

5. Select if the items are to be repaired by INDOT (In-House) or by one of the contracts available.

This screenshot shows the 'Enter Estimate Item' screen. The 'In House Or Contract' field is now set to 'In-House'. The 'Item' field is empty. The 'Quantity' and 'Unit' fields are also empty. The 'Cancel' and 'Save' buttons are at the bottom.

6. Select an Estimate Item from the list and then add a Quantity in the appropriate data field.

The screenshot shows two mobile app screens. The left screen, titled 'Select Estimate Item', has a 'Back' button and a list of items: CAT: Anchor System, CAT: Stage 1 (Nose), CAT: Stage 2 or 3 (2 Rails & Posts), ET or SKT: Anchor System, ET or SKT: Post, ET or SKT: Rail Panel, and ET or SKT: Replace Head. A blue arrow points to the right screen. The right screen, titled 'Enter Estimate Item', has a status bar at the top showing 'Verizon LTE' and '8:24 AM'. It has a header with 'Estimate Home' and 'Damage Wise Estim'. The form fields are: 'Item Category' (Guardrail / End Treatment), 'In House Or Contract' (In-House), 'Item' (Guardrail: Post Replace), 'Quantity' (2), and 'Unit' (EA). There are 'Cancel' and 'Save' buttons at the bottom.

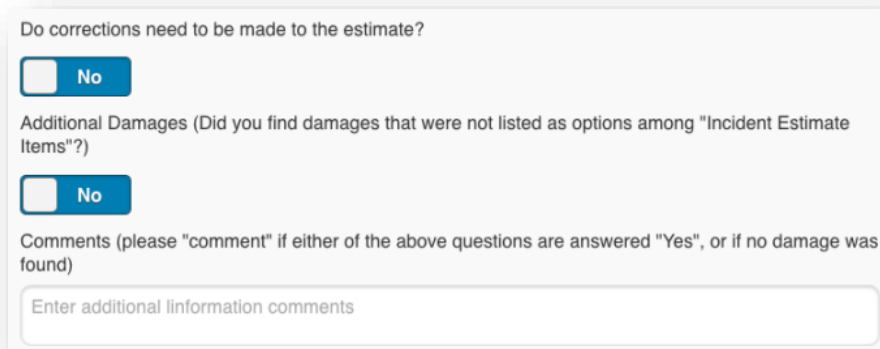
7. Select **Save** when satisfied with the result. Note that for Contract repairs, no breakdown will be provided.

The screenshot shows two mobile app screens. The left screen, titled 'Enter Estimate Item', has a 'Back' button and a list of items: CAT: Anchor System, CAT: Stage 1 (Nose), CAT: Stage 2 or 3 (2 Rails & Posts), ET or SKT: Anchor System, ET or SKT: Post, ET or SKT: Rail Panel, and ET or SKT: Replace Head. A blue arrow points to the right screen. The right screen, titled 'Estimate Items', has a status bar at the top showing 'Verizon LTE' and '8:24 AM'. It has a header with 'Estimate Home' and 'Damage Wise Estim'. The form fields are: 'Item Category' (Guardrail / End Treatment), 'In House Or Contract' (In-House), 'Item' (Guardrail: Post Replace), 'Quantity' (2), and 'Unit' (EA). There are 'Cancel' and 'Save' buttons at the bottom. The 'Save' button is highlighted with a red border. The right screen also shows an 'Estimate Breakdown' section with three items: Component 1583 - SINGLE AXLE DUMP TRUCK, Component 1830 - TRAILER, and Component 5800 - TRAFFIC ARROW BOARD, each with a quantity of 0.4 and unit HR.



At the time of writing this document, you will have to follow the preceding 5 steps for each item that you would like to add to the damaged state property estimate.

8. Review your estimate and answer the questions at the bottom of the page using the YES / NO sliders as appropriate. Note that if you answer “YES” to either of the questions, you will need to comment in the comments dialog.



Do corrections need to be made to the estimate?

☐ No

Additional Damages (Did you find damages that were not listed as options among "Incident Estimate Items"?)

☐ No

Comments (please "comment" if either of the above questions are answered "Yes", or if no damage was found)

Enter additional information comments

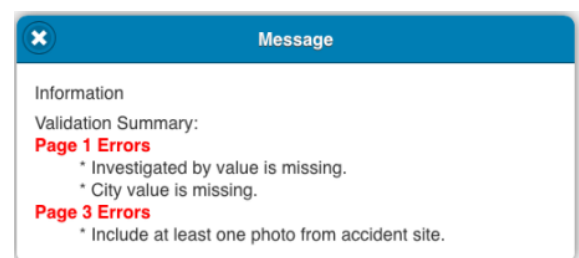
9. Select **Save and Validate Data**

**Save and Validate Data**

The **Save and Validate Data** tool will do a quick validation of the entered data. If you missed any of the required fields, the utility will display a dialog box indicating which items need to be corrected. The dialog box will display a line item for each page of the estimate with the errors on each page listed below the page number. In the 3.0 release selecting the errors will take you to the relevant page of the incident.

In the illustration below the following errors are indicated.

- **Page 1**
  - “Investigated by” value is missing
  - “City Value” is missing
- **Page 3**
  - YOU MUST INCLUDE AT LEAST ONE PHOTO PER ESTIMATE, EVEN IF THERE IS NO DAMAGE!



**Message**

Information

Validation Summary:

**Page 1 Errors**

- \* Investigated by value is missing.
- \* City value is missing.

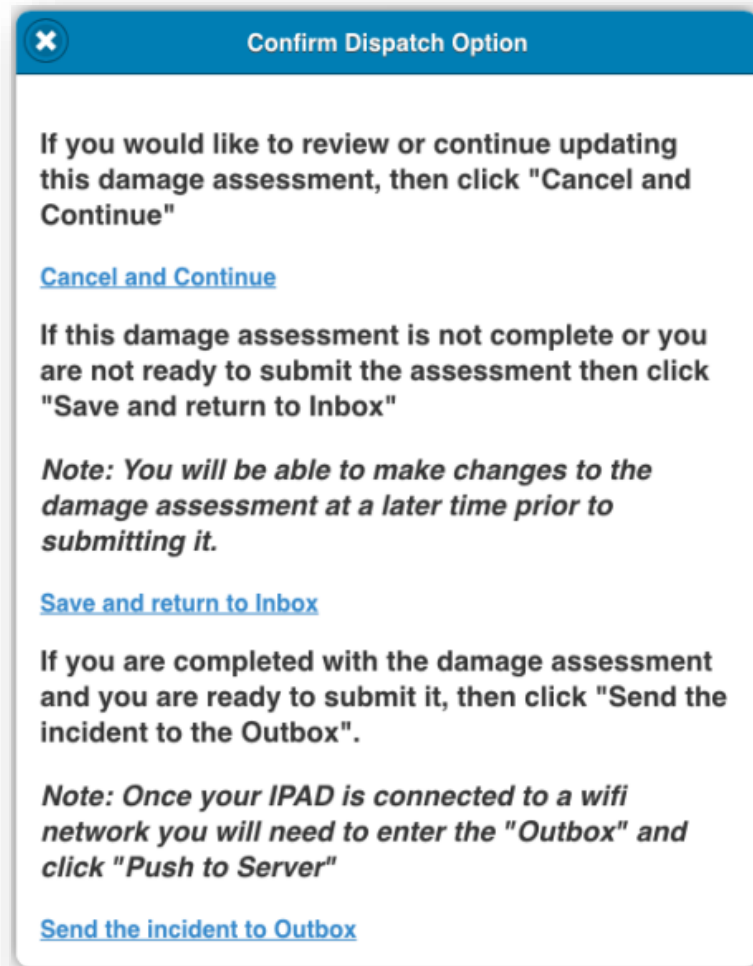
**Page 3 Errors**

- \* Include at least one photo from accident site.

When your estimate has zero errors, the *Confirm Dispatch Option* dialog will be displayed.

### 5.2-3 Confirm Dispatch Options

The *Confirm Dispatch Option* dialog gives the assessor 3 separate options of how they wish to continue with the current damaged state property estimate.



#### 5.2-3a *Cancel and Continue*


**Cancel and Continue** returns the user to the damaged state property estimate so that they may continue with their assessment.

#### 5.2-3b *Save and return to Inbox*

By selecting **Save and return to Inbox** the damaged state property estimate is saved and re-displayed in the inbox. The assessor can then continue making changes to the assessment at a later time using the same workflow as described prior.

### 5.2-3c *Send the Incident to the Outbox*

Selecting **Send the Incident to Outbox** puts the incident in the Outbox and takes the user to the Outbox window. When the Incident is in the Outbox, the user is presented with two options.




**OUTBOX Incidents**

**Incident Id: 28987**

Local Id#: 201600002970  
 Accident Date: 2016-01-04  
 Investigation Date: 2016-05-04  
 Nearest Intersection: 11  
 SubDistrict/Unit: Terre Haute / Terre Haute Unit 2  
 County/Route: Vigo / I70  
 Reference Post:

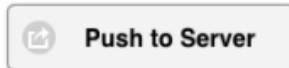


 **Push to Server**

 **Send To Inbox**

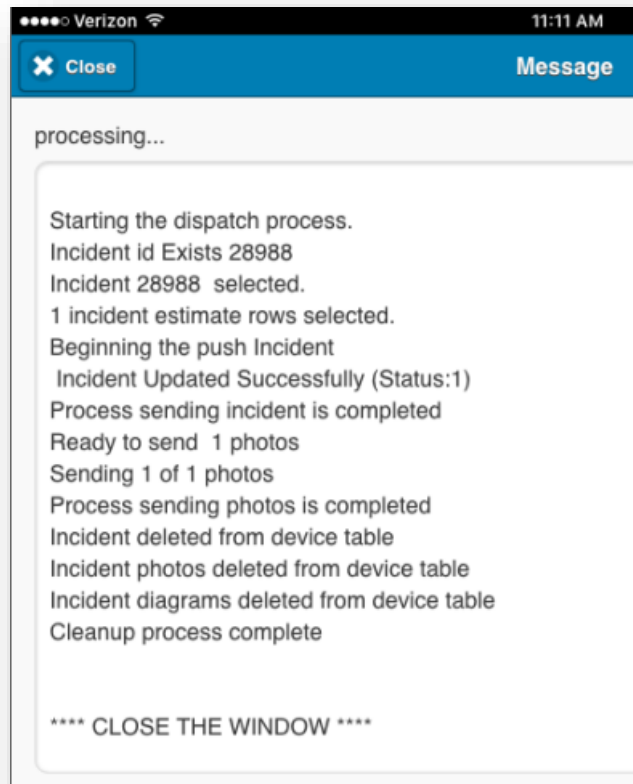
- **Push To Server** sends the Incident to the DamageWise server. This allows the District Administrator and/or INDOTs Accounting department to review the estimated damage to state property
- **Send to Inbox** returns the estimate to the Inbox which allows the user to edit the damage estimate.

1. Select **Push To Server**.



This sends the incident to the DamageWise server, thus allowing the District Administrator and/or the INDOTs Accounting department access to the damaged state property estimate.

2. A dialog box will be displayed that indicates whether the incident was successfully sent to the server or not. Press the **“Close”** button in the upper left corner to close the dialog box.



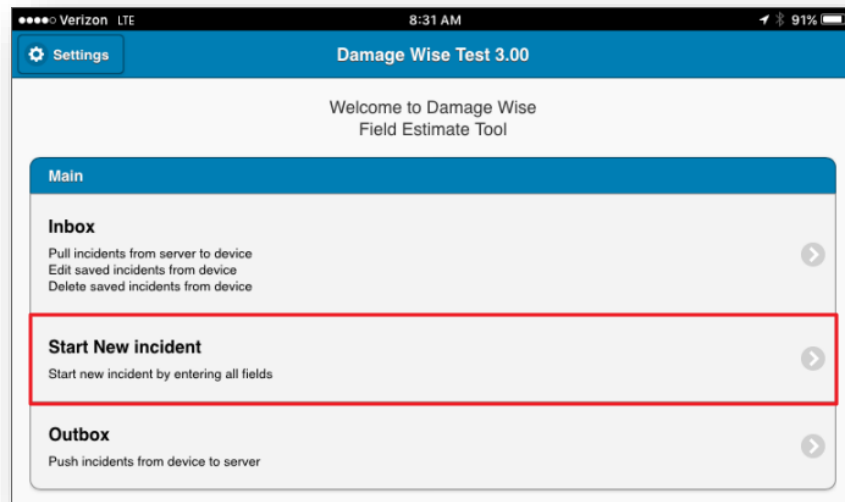
If an error or errors are indicated in this dialog box, first try using the **Pull Incidents from Server** button in the *Inbox* before submitting a help desk ticket.

## 6. Start New Incident

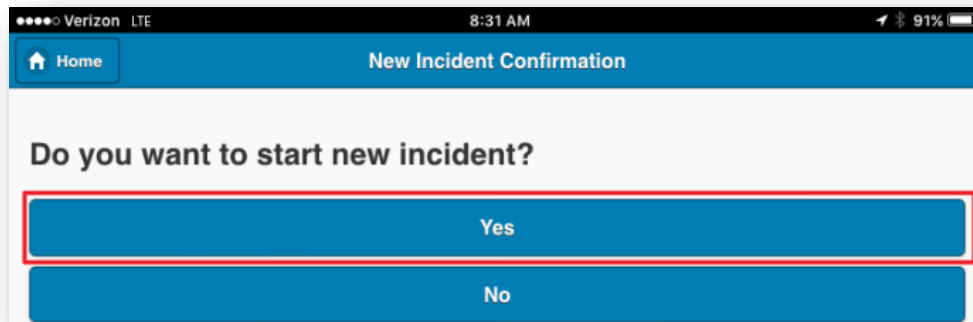
Unlike previous versions of the Damage Wise Field Estimate Tool, the field assessor can now do an electronic assessment of damaged state property in which they do not have a previously dispatched incident.

### 6.1 Creating a new Incident

1. From the DamageWise Field Estimate Tool home page, select **Start New Incident**.



2. Select **Yes** when prompted with the *Do you want to start a new incident?* Dialog.



3. Complete the new Incident as you would complete a dispatched incident.

Notice that with the exception of the *\*Investigation Date* field, all data fields are blank. The field assessor will be responsible for populating any required fields. If this has not been done, when the Validation step is taken, any errors will be displayed.

Verizon LTE 8:32 AM 91%

Home Damage Wise Test 3.00 Inbox

Incident Id: 0 Local Id: MRN:

**Damage To State Property Assessment Form - Page: 1 of 4**

\* Required fields

\*Investigated Date  
May 4, 2016

\*Investigated By  
Enter investigated by

\*District

\*Sub District

\*County

\*Route Type

\*Route  
Enter route

Direction of Travel

Ramp Number  
Enter ramp number

\*Nearest City / Town  
Enter city/town

Nearest Intersection  
Enter nearest intersection

4. Complete and submit the damaged state property estimate as described previously.



## 6.2 Managing a new incident from the Inbox

If, after a new incident is created, that incident is sent to the Inbox for future reference, that Incident has an additional option available. When stored in the Inbox, new incidents may be *Edited* or *Deleted*. If you have started a new incident and you decide that for whatever reason, it isn't needed, you may delete it by simply selecting the **Delete** button.

Note that the newly created incident is indicated by no Incident Id Number.

INBOX Incidents

Show / Hide Sort Icons

Incident Id:0 (New)

NO MAP

Edit

Delete

Sort Order#: 1

Local Id#:

Accident Date:

Investigation Date: 2016-05-04


Nearest Intersection:

SubDistrict/Unit: Terre Haute /

County/Route: Vigo / I70

Reference Post:

Incident Id:28988



Edit

Sort Order#: 2

Local Id#: 160000001

Accident Date: 2016-01-01

Investigation Date:

Nearest Intersection: CR500W

SubDistrict/Unit: West Lafayette / Fowler Unit 1

County/Route: Benton / SR18W

Reference Post:

## 7. DamageWise Field Estimate Tool Software Updates

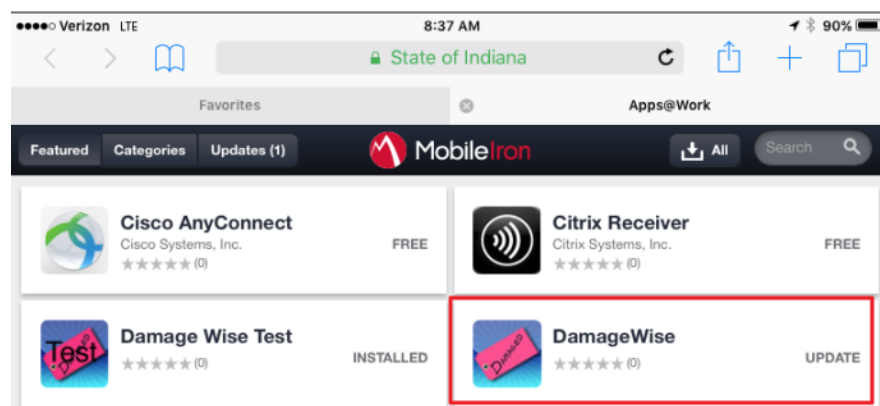
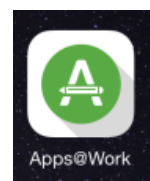
From time to time INDOT's MIS iPad Support group will notify you of pending updates to the DamageWise Field Estimate Tool. These are normally scheduled bi-yearly updates; however, from time to time INDOT will need to make changes to the DamageWise Field Estimate Tool to accommodate for an update to the Apple iOS or other applications.

In order to ensure that the latest DamageWise iPad updates are installed on each device, MIS will normally have the old version automatically removed from your device. By doing so, the most recent version will have to be downloaded and installed on your device.

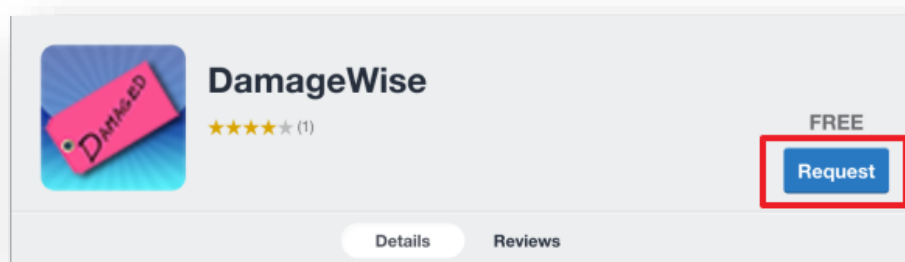
Whether the update is a point update where the new version is loaded on top of the older version or it is a complete version upgrade, the actual update process will be very similar to what is shown below.

**Note:** Before upgrading your DamageWise Field Estimate Tool to the new version *you must make sure that you have completed all pending assessments.*

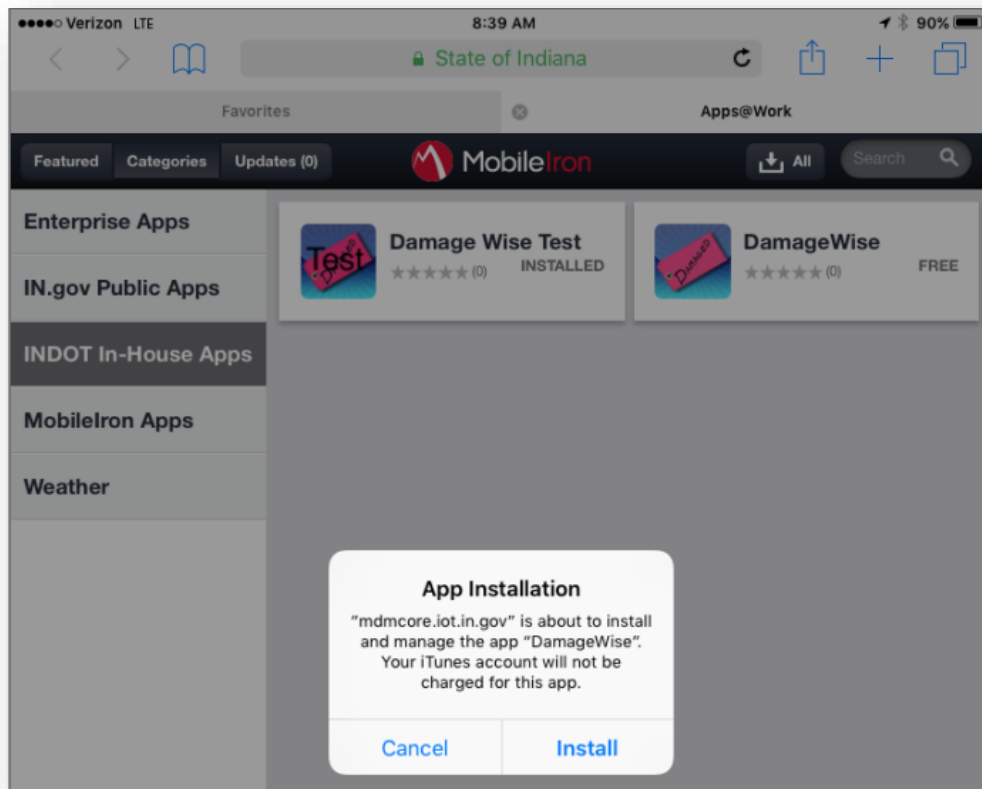
1. As discussed in a previous document, when an update to the DamageWise Field Estimate Tool is pushed out to the iPads, the DamageWise icon may disappear from your device. When this happens, select the **Apps@Work** icon.
2. In the *Apps@Work* application, select **DamageWise**



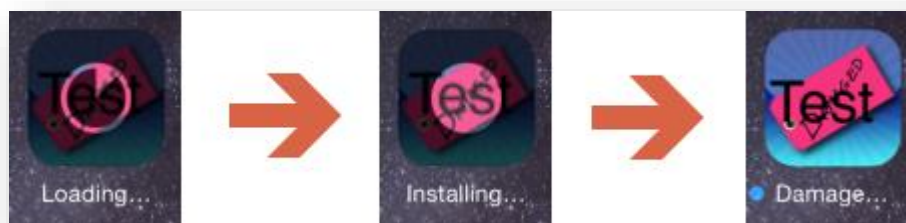
3. Select the DamageWise **Request** button.



When prompted, select **install**, or **Update** from the Apps Installation dialog.



4. The DamageWise Icon will appear on your screen. You will be able to watch the progress as the application is being installed.



5. If, the installation times out, you will need to select **Retry** on the “*Unable to Download Application*” pop-up dialog.



After successfully updating/re-installing, before using the DamageWise Field Estimate Tool, you will need to go through the process of setting up the environment.

## 1. Appendices

### 1.1 DamageWise iPad App Change Log

#### 1.1-1 DamageWise 4.2/iPad App v2.06 (Released 5/15/2015)

- Will your device be connected to... question and yes/no button removed
- Police diagram added to narrative when available.

#### 1.1-2 DamageWise 4.3/iPad App v2.07 (Released 7/24/2015)

- Added Sort/Hide functionality to Inbox

#### 1.1-3 DamageWise 4.3/iPad App v2.08 (Released 9/11/2015)

- Compatibility Update for iOS 9.0
- Updates to various dialog, change from X button to **Close** button.

#### 1.1-4 DamageWise 5.0/iPad App v3.0 (Released 5/27/16)

- Narrative is now identified by the information button on Page 1 of the incident.
- No Document Found on the narrative is no longer displayed, the area is left blank with no images below the Incident Documents header.
- Delete button on photos has been moved up to the top next to the Cancel/Save commands.
- For entering estimates, Highway Lighting has been added as an Item Category
- For entering estimates, the new In House or Contract Field has been added.
- The Estimate Breakdown layout has changed to have Component, Qty, and Unit on separate lines instead of columns.
- Verbiage on the Estimate agreement has changed to “Do there need to be corrections made to the estimate?”.
- Save and Validate only lists pages that have issues instead of all pages. Tapping on the Page number will take you to the appropriate page to resolve.